



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA *Advantage!* a menu-driven data base system. The INTERNET address for GSA *Advantage!* is: www.GSAAdvantage.gov.

7FCB-H2-07-0541-B Advertising and Integrated Marketing Solutions

Contract Number: GS-23F-0130R

**FSC Group: 541 - 4D, Conference, Events and Tradeshow Planning Services
541 - 2000 Other Direct Costs**

Period Covered by Contract: 03/07/2010 through 03/06/2015

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov.

Contractor : Address: 8963 Complex Drive Suite E
San Diego, CA 92123
Phone: (858) 560-4677
Fax: (858) 560-6677
Email: michelle@meetingsitespro.com
Website: <http://www.meetingsitespro.com>

Contract Administration: Meeting Sites Pro, Inc.

Point of Contact: Kevin Harty, MBA, CFO

Address: 8963 Complex Drive Suite E
San Diego, CA 92123
Phone: (858) 560-4677
Fax: (858) 560-6677
Kevin@meetingsitespro.com
Socio-Economic: Small Business
Women Owned Business



Meeting Site Pro, Inc has been approved to participate in the Disaster Recovery Purchasing Program.

Customer Information

1a. Table of awarded Special Item Number(s), SINS:

SIN 541-4D Conference, Events & Tradeshow Planning Services

SIN 541-2000 Other Direct Costs

1b. Lowest price model number and lowest price: Please refer to GSA net pricing on page # 2

1c. Labor Categories Description: Please refer to page # 5

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic and Worldwide

5. Point of Production: San Diego, CA

6. Discount from List Prices: All prices herein are net. Please see attached price list on page #5

7. Quantity Discounts: None

8. Prompt Payment Terms: None

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:
Yes, purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes, purchase cards are accepted at or above the micro-purchase threshold.

10. Foreign Items: N/A

11a. Time of Delivery: As specified on Agency Task Order or mutually agreed upon.

11b. Expedited Delivery: As specified on Agency Task Order or mutually agreed upon.

11c. Overnight & 2-day Delivery: As specified on Agency Task Order or mutually agreed upon.

11d. Urgent Requirements: As specified on Agency Task Order or mutually agreed upon.

12. F.O.B. Points: Destination

13a. Ordering Address: Meeting Sites Pro, Inc.
8963 Complex Drive Suite E



San Diego, CA 92123

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: Meeting Sites Pro, Inc.
8963 Complex Drive Suite E
San Diego, CA 92123

15. Warranty Provision: Standard Commercial Warranty, please contact Meeting Sites Pro for details.

16. Export Packing Charges: N/A

17. Terms and conditions of Government purchase card acceptance: See 9a and 9b above.

18. Terms and conditions of rental, maintenance, and repair: As specified on Agency Task Order or mutually agreed upon

19. Terms and conditions of installation: As specified on Agency Task Order or mutually agreed upon.

20. Terms and conditions of repair parts: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes: Meeting Sites Pro can deliver a wide range of Green Conferences.

24b. Section 508 compliance information: Meeting Sites Pro Equipment is section 508 compliant.

25. DUNS Number: 10-277-1156

26. Meeting Sites Pro, Inc. is registered in the Central Contractor Registration (CCR) database.

Direct Labor Category	Direct Labor Category GSA Net Price
Program Manager	\$ 86.14
Project Manager	\$ 86.14
Senior Event Manager	\$ 77.07
Graphic Designer	\$ 86.14
Senior Audiovisual Manager	\$ 86.14
Event Manager	\$ 63.47
Conference Accounting Manager	\$ 63.47
Audiovisual Technician	\$ 58.94
Support Staff	\$ 63.47

Equipment List	Price Offered GSA Net Price
Projectors	
LCD Projector (3000 - 3500 Lumens)	\$ 362.70
LCD Projector (4000-4500 Lumens)	\$ 408.04
Computers	
Laptops Windows Vista, Microsoft Office, 4 GB RAM, Dual CPU 2GHZ, DVD	\$ 226.69
Laptops Windows XP-Pro, Microsoft Office, 3 GB RAM, Dual CPU 2GHZ, DVD	\$ 226.69
Screens	
7.5 x 10 Front with dress kit	\$ 181.35
7.5 x 10 Rear with dress kit	\$ 181.35
9 x 12 Front with dress kit	\$ 226.69
9 x 12 Rear with dress kit	\$ 226.69
10.5 x 14 Front with dress kit	\$ 249.36
10.5 x 14 Rear with dress kit	\$ 249.36
Miscellaneous Meeting Support	
Flipchart	\$ 45.34
Laser Pointer	\$ 45.34
Wireless PPT advancer (50 foot range)	\$ 45.34
Wireless PPT advancer (100 foot range)	\$ 63.47
Mixers	
Shure 4-Channel Mixer	\$ 58.94
Yamaha 16 Channel Stereo Mixer	\$ 158.68
Mackie 20 Channel Stereo Mixer	\$ 181.35
Speakers	
Yamaha Stage-Pass Speaker	\$ 113.34
Behringer Euroliner Speaker	\$ 136.01
Speaker Stand	\$ 18.14
Recording Equipment	
Audio Recording Equipment	\$ 906.75
Microphones	
Shure Wireless Lavalier Microphone	\$ 158.68
Podium Microphone	\$ 68.01
Shure Push to Talk Microphone	\$ 113.34
Digital Players / Recorders	
DVD Player Professional	\$ 136.01
RGB Switchers and RGB Amplifiers	
VGA Switcher	\$ 54.41
VGA Amplifier	\$ 54.41
Video Scaler	\$ 249.36
Video Scaler and Switch	\$ 680.06
Video Camera	
Video Camera and Lighting	\$ 340.03
Website Development/Online Registration	
Website Development/Online Registration	\$ 2,266.88

Program Manager: A program manager typically has 7 or more years of experience in the event planning field, with at least 2 of those years in an executive management position. A program manager typically assumes responsibility for reviewing timelines and requirements for performance compliance, personnel assignments, and logistical plans. This frequently entails reviewing subcontracts, writing post-performance reviews, and analyzing business effects and post-event budget performance.

Project Manager: A project manager typically has 5-7 years of experience in the event management industry, with increasing levels of responsibility. A project manager frequently prepares a performance timeline outlining requirements and assuring compliance, assigns personnel, and develops logistical plans. A project manager may also negotiate subcontracts, compile post-performance information, and prepare budget-impact analysis.

Senior Event Manager: A senior event manager typically has 3-5 years of experience in the event management field, and is beginning to assume oversight responsibilities. A senior event manager will often review invoices, coordinate website development and updates, handle logistical planning (catering, directions, on-site visits, etc.), and prepare registration materials and premiums.

Graphic Designer: A graphic designer is usually a highly skilled individual and typically is responsible for designing printed materials to include graphics, logos, advertisements, brochures, marketing and promotional material, etc. The graphic designer works closely with the project manager in order to produce information that promotes the intended message or image.

Senior Audiovisual Manager: Five years of experience in producing large multimedia productions in a variety of venues. Detailed technical knowledge of audio visual equipment and video production equipment. Ability to multi-task and juggle competing priorities. Responsible for planning and producing multimedia aspects of plenary sessions and breakout sessions, as well as producing video segments. Responsible for determining equipment needed, developing equipment specs, hiring and supervising equipment vendors. Responsible for hiring all needed production staff such as writers, directors, cameramen, stagehands, riggers, etc. Acts as liaison with facility in determining load-in time, loading dock usage, and load-out time. Schedules and runs rehearsals with key personnel such as speakers and presenters. Excellent customer service, technical knowledge and project management skills needed.

Event Manager: Logistic planning (event and facility point-of-contact, catering functions, meeting requirements and layouts, etc.), oversee the design, publishing, printing of event agendas and program guides, develop and produce audio advertising, oversee registration preparation, advertising, promotional campaigns, handling phone inquiries, meetings, telephone correspondence with sponsors, clients, progress updates, oversee printing of promotional campaign materials, post-event follow-up, event set-up, on-site event management. An event manager may review invoices, assist to coordinate website developments and updates, handle logistical planning (catering, directions, on-site visits, etc.), and prepare registration materials under supervision of senior event manager or project manager.

Accounting Manager: Five years of full-service Conference Accounting, AP, AR, Reconciliations, Monitoring Budgets, Processing Invoice through WAWF, Familiarity with Govt. Per Diem rates and Travel Policies.

Audiovisual Technician: Five years of experience in producing large multimedia productions in a variety of venues. Detailed technical knowledge of audio visual equipment and video production equipment. Ability to multi-task and juggle competing priorities. Responsible for implementing multimedia aspects of plenary sessions and breakout sessions, as well as producing video segments. Runs rehearsals with key personnel such as speakers and presenters. Excellent technical knowledge and customer service skills needed.

Support Staff: Support staff typically provides administrative, clerical or logistical services under close supervision. Such duties include processing registrations and follow-up, data entry, handling phone inquiries, event management, on-site event management, assembling of promotions and on-site distributions.

Services Offered

Meeting Sites Pro is a professional, full service, meeting planning company that guarantees to exceed your expectations while saving you time and money. It is the details of the planning of a meeting or event that determine its success. Meeting Sites Pro handles those details so that our clients can concentrate on their core competencies. Meeting Sites Pro has experience in planning hundreds of meetings and events varying in size from 10 – 7000 attendees.

Meeting Sites Pro has 8 full time employees and over 50 meeting analysts worldwide. We specialize in planning corporate meetings and events for both government and commercial entities. Our company coordinates meetings with the utmost quality of service and always works with the goal of exceeding our clients' expectations.

Overview of Company: Meetingsitespro.com was established in March 2000 in the San Diego area and in July 2001, we incorporated and became Meeting Sites Pro, Inc. We are a full service meeting and event planning company, focusing on meeting planning and management services for medium to large sized corporations all over the World. We guarantee to save our clients time and money while providing superior service and exceeding their expectations. Extensive industry experience and knowledge ensures many resources, low costs, and extra amenities. We strive to provide value and build lifelong partnerships with our clients, vendors, and colleagues. Ultimately, our goal is to ensure a successful and memorable meeting or event at the lowest possible cost.

Ms. Michelle Bartolone, CMP, CEO gained extensive sales and marketing experience in the hospitality industry before launching Meeting Sites Pro. Michelle is a certified CMP and was responsible for developing and teaching the CMP certification class in San Diego for several years. Her background consists of over **20 years of project management experience planning conferences meetings and events** for such well-known chains as Marriott, Hilton, Doubletree, Wyndham, and Destination Hotels & Resorts. Ms. Bartolone has been the CEO of MSP for 9 years. Ms. Bartolone was **responsible for negotiating, contracting and coordinating 1000's of meetings during her career**. Thus, Meeting Sites Pro, Inc. has developed strong and strategic relationships with properties all over the country and is able to negotiate very favorable packages for our clients.

Our services include but are not limited to:

- Conference, Events and Tradeshows
- Complete on line registration service
- Website Design
- On-site Coordination
- Exhibition Management
- Sponsorship Management
- Audio Visual Equipment
- Audio Visual Support
- No Cost Site Selection and Contract Negotiation
- Accounting, budgeting and financial management
- Speaker and Program Coordination
- Materials Development
- Printing and Design
- Ground Transportation
- Air Travel

- Venue Liaison
- Marketing and Attendee Boosting
- Transcription
- Translation
- Simultaneous Interpretation
- From concept to completion, we are your complete meeting management resource.

Types of programs we specialize in are:

- Seminars and Training Programs
- Tradeshows
- Industry Days
- Sales and Marketing Meetings
- Consulting Meetings
- Executive Retreats
- Incentive Programs
- Board Meetings
- Investigator Meetings
- User Group Meetings
- Symposia
- Continuing Medical Education Programs
- Corporate Themed Events; Holiday Parties, Golf Events, Charity Programs and more